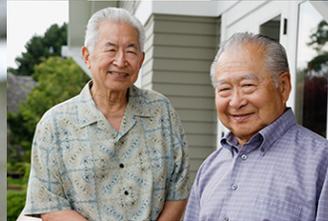
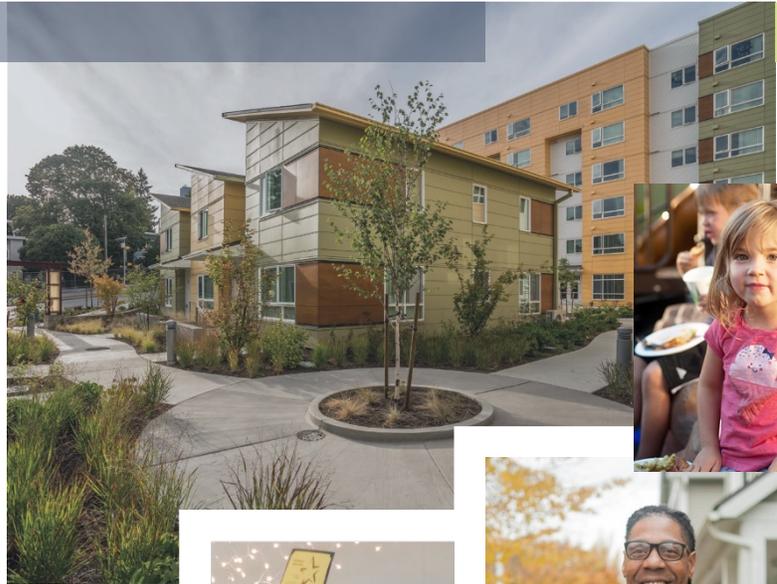




## General Counsel Seattle, WA



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

**Ernest Barefield**

**E-mail:** [ernest@gansgans.com](mailto:ernest@gansgans.com)

**Phone:** (813) 986-4441 ext. 7127 | **Fax:** (813) 986-4775

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

# Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

[www.gansgans.com](http://www.gansgans.com)



## Seattle Housing Authority (SHA)

In a variety of housing program types, SHA provides long-term, low income rental housing and rental assistance to approximately 35,000 people, representing more than 17,000 households, in the city of Seattle. SHA owns and operates more than 8,000 apartments and single-family homes at nearly 400 sites throughout the city.

Additionally, SHA administers more than 10,000 Housing Choice Vouchers, enabling low-income tenants to receive rental assistance with other landlords in Seattle. Nearly 80 percent of those they serve are children, elderly or disabled. One in 10 students enrolled in Seattle Public Schools lives in SHA-supported housing.

SHA believes in providing more than housing for their tenants, and they partner with many organizations to offer an array of services and community activities to improve the lives of those they serve. In all aspects of their operations, Seattle Housing Authority is committed to working actively to advance race and social justice equity for employees and for those they serve. They use their unique role and influence to help end the disparities in the housing, education, employment, health, criminal justice and other systems that impact SHA applicants and participants. <https://www.seattlehousing.org/about-us/race-and-social-justice-initiative>

SHA is an independent public corporation. The majority of SHA's funding is federal, through the US Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants.

## Position Summary

Under the direction of the Executive Director, the General Counsel provides leadership and direction on legal matters to SHA. Provide advice regarding compliance with federal, state and local laws and regulations, landlord tenant laws, disability and accommodation laws and regulations, personnel issues, public record requests, privacy issues, real property development, labor relations, proposed legislation, risk control, government contracts and procurement and other matters; provide advice and representation in Housing Authority litigation; supervise and manage fraud investigations, and supervise and evaluate the performance of Legal Department personnel.

## Representative Duties

- Plan, organize, control and direct legal services to the SHA; provide legal guidance on compliance with all relevant federal, state and local laws and regulations.
- Advise the Executive Director, Housing Authority staff and the Board of Commissioners on issues related to all aspects of Housing Authority operations.
- Represent the Authority and lead Authority staff in all Moving To Work (MTW) policy review, negotiations, contracts, and plans with HUD establishing the Authorities future participation in the MTW Program.
- Manage contract documents for program personnel in various Authority programs; review, approve and revise forms related to contracts executed by the Executive Director on behalf of the Authority; draft special contracts as needed. Revise and improve the standard form HUD contracts and negotiate with contractors regarding various contractual issues.
- Provide advice on real property development including proposed development projects and related documentation.
- Monitor proposed legislation and advise Authority staff with respect to the adoption and implementation of new policies; make presentations to internal and external groups as needed; provide information to the Executive Director and Board regarding changes in legislation.
- Provide legal services regarding employment issues and employee claims; assist in resolving employee disputes and other matters; participate in the development of personnel and other employment policies and the revision of policies as needed.
- Provide advice and guidance for risk management, insurance and related issues.
- Advise Housing Authority staff on contract and procurement issues; apply and interpret procurement rules; review and edit solicitations prepared by the Purchasing Department; respond to inquiries audit inquiries and/or investigations by state or federal agencies concerning procurement matters.
- Represent the Authority in litigation or manage litigation in which the Housing Authority is represented by retained counsel; work with the insurance administrators and contract adjusters; evaluate claims and make recommendations regarding litigation strategies and settlements.
- Supervise and evaluate the performance of assigned staff; interview and select new employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; maintain files of various legal and quasi-legal issues and controversies.

- Develop and prepare the annual preliminary budget for the Office of General Counsel; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Serve as Issuer's counsel in agency bond issues; serve as Executive Director in the absence of the Executive Director.
- Provide advice and guidance on landlord tenant issue, policies and litigation.
- Manage Public Record request and assure compliance with Public Record laws.
- Supervise and manage fraud investigations.
- Under the guidance of the Executive Director, set the direction, create linkages among programs and departments, lead staff, and establish the targets necessary to achieve the strategies and mission of the agency in empowering staff and promoting a work environment of service, teamwork and respect. Direct the deployment of strategies and goals throughout the department and agency. Work respectfully and courteously with other employees, follow direction, and work well under stress.
- Delegate authority through the chain of command and hold supervisors and employees accountable for accident prevention and reporting procedures according to the agency's Safety and Health Program. Ensure that all safety and health rules, standards and procedures are observed; conduct monthly self-inspections of work areas and practices to eliminate potential hazardous conditions; arrange for, conduct and ensure that accident investigations of all accidents are formally reported on or within the next work day of when the accident occurred; monitor and enforce the agency's Safety and Health Program, and actively support and participate in the Emergency Preparedness program and tasks.
- Attend and conduct a variety of meetings as assigned; participate on assigned committees.

### Knowledge and Abilities

#### Knowledge of:

- Law office management, planning, and organization
- Federal, state and local laws and regulations related to public housing, contract law, real property construction, labor relations and other Authority-related areas.
- Municipal law
- Landlord tenant law
- Litigation
- Housing Authority policies, procedures, rules and regulations.
- Budget preparation and control.
- Principles and practices of administration, supervision, ethics, and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

#### Ability to:

- Plan, organize and provide the legal services.
- Analyze and evaluate laws, programs, policies and operational needs.
- Identify alternatives, project consequences of proposed actions and provide final determinations.
- Write memoranda, legal briefs, contracts and other legal documents clearly and concisely.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze circumstances and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Works respectfully and courteously with staff, residents, and the general public.

### Education, Experience and Other Requirements

- A Juris Doctor degree from an accredited law school.



- Ten years' experience as a practicing attorney in the areas of municipal law or housing law and experience in two or more of the other areas of the Legal Department's practice.
- Washington State Bar Association membership.
- Valid Washington driver's license with insurable driving record.

## Seattle



Seattle is a seaport city on the west coast and is the seat of King County. Seattle is the largest city in both the state of Washington and the Pacific Northwest region of North America. According to U.S. Census data released in 2019, the Seattle metropolitan area's population stands at 3.98 million, making it the 15th-largest in the United States.

Seattle is situated on an isthmus between Puget Sound (an inlet of the Pacific Ocean) and Lake Washington. It is the northernmost large city in the United States, located about 100 miles south of the Canadian border.

### Performing Arts

Seattle has been a regional center for the performing arts for many years. The century-old Seattle Symphony Orchestra has won many awards and performs primarily at Benaroya Hall. The Seattle Opera and Pacific Northwest Ballet, which perform at McCaw Hall, are comparably distinguished, with the Opera being particularly known for its performances of the works of Richard Wagner and the PNB School ranking as one of the top three ballet training institutions in the United States. The Seattle Youth Symphony Orchestras (SYSO) is the largest symphonic youth organization in the United States. The city also boasts lauded summer and winter chamber music festivals organized by the Seattle Chamber Music Society.

The 5th Avenue Theatre, built in 1926, stages Broadway-style musical shows featuring both local talent and international stars. Seattle has "around 100" theatrical production companies and over two dozen live theatre venues, many of them associated with fringe theatre; Seattle is probably second only to New York for number of equity theaters. In addition, the 900-seat Romanesque Revival Town Hall on First Hill hosts numerous cultural events, especially lectures and recitals.



### Tourism

Among Seattle's prominent annual fairs and festivals are the 24-day Seattle International Film Festival, Northwest Folklife over the Memorial Day weekend, numerous Seafair events throughout July and August (ranging from a Bon Odori celebration to the Seafair Cup hydroplane races), the Bite of Seattle, one of the largest Gay Pride festivals in the United States, and the art and music festival Bumbershoot, which programs music as well as other art and entertainment over the Labor Day weekend.

Other significant events include numerous Native American pow-wows, a Greek Festival hosted by St. Demetrios Greek Orthodox Church in Montlake, and numerous ethnic festivals (many associated with Festál at Seattle Center).

There are other annual events, ranging from the Seattle Antiquarian Book Fair & Book Arts Show; an anime convention, Sakura-Con; Penny Arcade Expo, a gaming convention; a two-day, 9,000-rider Seattle to Portland Bicycle Classic; and specialized film festivals, such as the Maelstrom International Fantastic Film Festival, the Seattle Asian American Film Festival (formerly known as the Northwest

Asian American Film Festival), Children's Film Festival Seattle, Translation: the Seattle Transgender Film Festival, the Seattle Gay and Lesbian Film Festival, Seattle Latino Film Festival, and the Seattle Polish Film Festival.

The Henry Art Gallery opened in 1927, the first public art museum in Washington. The Seattle Art Museum (SAM) opened in 1933 and moved to their current downtown location in 1991 (expanded and reopened in 2007); since 1991, the 1933 building has been SAM's Seattle Asian Art Museum (SAAM). SAM also operates the Olympic Sculpture Park (opened in 2007) on the waterfront north of the downtown piers. The Frye Art Museum is a free museum on First Hill.

Regional history collections are at the Log House Museum in Alki, Klondike Gold Rush National Historical Park, the Museum of History and Industry, and the Burke Museum of Natural History and Culture. Industry collections are at the Center for Wooden Boats and the adjacent Northwest Seaport, the Seattle Metropolitan Police Museum, and the Museum of Flight. Regional ethnic collections include the Nordic Heritage Museum, the Wing Luke Asian Museum, and the Northwest African American Museum. Seattle has artist-run galleries, including ten-year veteran Soil Art Gallery, and the newer Crawl Space Gallery.

The Seattle Great Wheel, one of the largest Ferris wheels in the US, opened in June 2012 as a new, permanent attraction on the city's waterfront, next to Downtown Seattle. The city also has many community centers for recreation, including Rainier Beach, Van Asselt, Rainier, and Jefferson south of the Ship Canal and Green Lake, Laurelhurst, Loyal Heights north of the Canal, and Meadowbrook.



Woodland Park Zoo opened as a private menagerie in 1889 but was sold to the city in 1899. The Seattle Aquarium has been open on the downtown waterfront since 1977 (undergoing a renovation in 2006). The Seattle Underground Tour is an exhibit of places that existed before the Great Fire.

### **Professional Sports**

Seattle has three major men's professional sports teams: the National Football League (NFL)'s Seattle Seahawks, Major League Baseball (MLB)'s Seattle Mariners, and Major League Soccer (MLS)'s Seattle Sounders FC, with the National Hockey League (NHL)'s Seattle Kraken beginning play in 2021. Other professional sports teams include the Women's National Basketball Association (WNBA)'s Seattle Storm, who won the WNBA championship on three occasions in 2004 and 2010, and 2018; and the Seattle Reign of the National Women's Soccer League.

### **Parks and Recreation**

Seattle's mild, temperate, marine climate allows year-round outdoor recreation, including walking, cycling, hiking, skiing, snowboarding, kayaking, rock climbing, motor boating, sailing, team sports, and swimming.

In town, many people walk around Green Lake, through the forests and along the bluffs and beaches of 535-acre Discovery Park (the largest park in the city) in Magnolia, along the shores of Myrtle Edwards Park on the Downtown waterfront, along the shoreline of Lake Washington at Seward Park, along Alki Beach in West Seattle, or along the Burke-Gilman Trail.



Gas Works Park features the preserved superstructure of a coal gasification plant closed in 1956. Located across Lake Union from downtown, the park provides panoramic views of the Seattle skyline.

Also popular are hikes and skiing in the nearby Cascade or Olympic Mountains and kayaking and sailing in the waters of Puget Sound, the Strait of Juan de Fuca, and the Strait of Georgia. In 2005, Men's Fitness magazine named Seattle the fittest city in the United States.

### **Education**

Seattle Public Schools, the largest K-12 school system in Washington state, has a deep commitment to every student's journey—to ensure that each student will graduate ready for college, career and life.

Seattle is home to the University of Washington, as well as the institution's professional and continuing education unit, the University of Washington Educational Outreach. The 2017 U.S. News & World Report ranked the University of Washington at #11 in the world, tied with Johns Hopkins University. The UW receives more federal research and development funding than any public institution. Seattle also has a number of smaller private universities including Seattle University and Seattle Pacific University, the former a Jesuit Catholic institution, the latter a Free Methodist institution. Universities aimed at the working adult are the City University and Antioch University. The Seattle Colleges District system comprises three colleges - North, Central, and South. Seminaries include Western Seminary and a number of arts colleges, such as Cornish College of the Arts, Pratt Fine Arts Center, and The Art Institute of Seattle. In 2001, Time magazine selected Seattle Central Community College as community college of the year, saying that the school "pushes diverse students to work together in small teams".